



EMPLOYMENT APPLICATION FORM

(PLEASE PRINT OR TYPE)

P.O. Box 256 KOROR
 Republic of Palau, PW 96940
 Tel.: (680) 488 - 2793/1930
 Fax: (680) 488 - 1453
 E-mail: pva@visit-palau.com

This application form, if answered carefully and completely, will provide the applicant an opportunity to present his/her complete background history. This will enable the applicant to derive the greatest benefit from a personal interview and as part of our personnel record, and for better opportunity for career advancement.

PERSONAL INFORMATION (Please fill in all spaces, if an item does not apply enter N/A)

<input type="checkbox"/> Mr <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss	NAME _____ _____ Last, First, Middle Initial.	Civil Status <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated	Date of Application _____
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PRESENT ADDRESS (STREET/P.O.BOX, CITY, STATE, ZIP)	Telephone number
_____ _____ _____	<input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Other

Date of Birth	Social Security No.	Eligible to work in Rep. of Palau	Will you work Part-Time
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> NO	<input type="checkbox"/> Yes <input type="checkbox"/> NO

Position Desired	Alternate Position	Salary Expected	Date Available
_____	_____	_____	_____

EDUCATIONAL STATUS (Use a additional paper if necessary)

Level	Name & Location of School	From	To	Years Completed	Certificate
Primary or Elementary	_____	_____	_____	_____	_____
Secondary or High School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Busines or Trade	_____	_____	_____	_____	_____

Are you presently taking courses?	If YES, Where?	Major
<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____

PLEASE ATTACH COPIES OF ALL CERTIFICATES, DEGREES, DIPLOMAS, ETC

LANGUAGE SKILLS (List all language and indicate with an "X" your knowledge of each)

Language	READING	SPEAKING	UNDERSTANDING	WRITING
PALAUAN	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR
ENGLISH	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR
JAPANESE	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR
OTHER:	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR	<input type="checkbox"/> EXC <input type="checkbox"/> GOOD <input type="checkbox"/> FAIR

OFFICE SKILLS (please use additional paper to list additional office skills)

WordProcessing	Computer Skills	Computer Software:	Other skills:
<input type="checkbox"/> Yes <input type="checkbox"/> No wpm _____	<input type="checkbox"/> PC <input type="checkbox"/> MAC	<input type="checkbox"/> MS OFFICE <input type="checkbox"/> WIN XP <input type="checkbox"/> COREL	_____

Have you ever held a leadership position in social, fraternal, or civil organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, please provide the name of all organization, position and period you served: _____
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Have you ever been arrested, charged or held by any law enforcement agency for a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, please give details _____
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Have you or any of your relatives worked for the Palau Visitors Authority? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, please indicate the name and relationship to you. _____
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Do you have a Valid Driver's License: <input type="checkbox"/> Yes <input type="checkbox"/> No	Drivers License Number	Can you drive a manual(standard) Transmission? <input type="checkbox"/> Yes <input type="checkbox"/> No
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MEDICAL INFORMATION

A physical examination may be required before you can begin work at PVA.

Have you ever been injured on the job? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, please explain:
In case of emergency, whom shall we notify?	

RECORD OF BUSINESS EXPERIENCE

Please account for all periods of employment for the last six(6) years beginning with the most recent.
 Use additional sheets if necessary. Explain special qualifications if any.

Period	Name/Address/Supervisor	Beg.Salary	End.Salary	Position	Reason for Leaving

PRE-EMPLOYMENT STATEMENT

I certify to the best of my knowledge, the foregoing statements given by me as true. I understand that if I am employed, any misrepresentation or omission by me herein will be sufficient cause for dismissal from the service of Palau Visitors Authority. I also authorize any investigation of the above information for purposes of verification.

I consent to taking any pre-employment physical examinations required by the Organization and such future physical examinations as may be required by the Organization.

Applicant's Signature

Date

REFERENCES

List below names of three(3) persons, not related to you, who have a definite knowledge of your qualifications and fitness for the position for which you are applying. Do not include names of Supervisors listed above.

**** FOR OFFICIAL USE ONLY ****

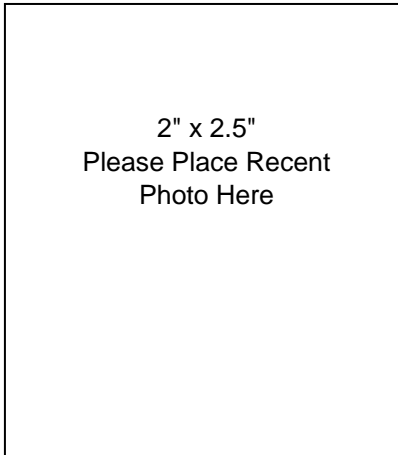
Application: _____

Interview: _____

Medical: _____

Date Joined: _____

Date Confirmed: _____



“Attachment A”

PVA – JAPAN MARKETING & PR COORDINATOR SCOPE OF WORK

As PVA’s Marketing & PR Coordinator in Japan, Employee shall render the following services:

- ❖ Promote Palau as a travel destination within Japan through media sales calls to travel agents, airlines and related entities.
- ❖ Assist Japan travel entities interested in promoting Palau as a destination by disseminating promotional literature, informing them of new facilities, services, products, sites, etc.
- ❖ Organize special events to generate awareness of Palau among potential travelers and travel packages in Japan, including but not limited to organizing press trips to Palau, travel agents visits, media blitz, etc.
- ❖ Take pro-active role in enticing the media, printed and film to be familiar with Palau and ascertain publicity about Palau in the media as a result of these efforts.
- ❖ Take pro-active role in getting the appropriate media, printed and film to write about or show Palau’s attraction besides scuba diving, e.g. sports fishing, cultural and historical tours, student exchange programs, homestay programs, etc.
- ❖ Continuously conduct market assessment of Japanese travel market, its impact on Palau, review Japanese travel trends and market trends to make educated forecast for PVA; conduct research to measure the trend of tourists to Palau from Japan as well as other destinations by way of Japan.
- ❖ Liaise with other PVA PR and Marketing Representatives, particularly in markets, that may have add-on potential to Palau by way of Japan
- ❖ Liaise with airlines, travel agencies, special interest travel groups, etc and enlist cooperation from these entities, when conducting a special visits to Palau or conducting special events for Palau in Japan
- ❖ Provide response to inquiries about Palau to travel agents and consumers.
- ❖ Professionally represents Palau as a destination and promote all Aspects of Palau’s tourism in a professional manner.
- ❖ Submit quarterly report of activities accomplished during that period; maintain communication with PVA Managing Director by electronic mail, telephone or fax to apprise the Managing Director of the status of the office operation and ongoing programs.